

W.O.D.L.

Policy and Motions

2016



1. Adjudications

a. Attendance At Adjudication

- i. Motion: Each Group may decide who attends the Adjudication. The adjudicator is expected to comply with the decision.

January 10, 1993

b. Cancellations

- i. Motion: That a policy be set for future Festival adjudications:
 1. If adjudication is canceled 30 days prior to the adjudication, a full refund of the adjudication fee will be made.
 2. Except in the case of extenuating circumstances (weather, inability to cast the show, etc.) if a cancellation of adjudication is made with less than 30 days remaining, the theatre group will receive no refund and the adjudicator will receive half of their contracted regular fee for that adjudication to cover the time invested preparing for the adjudication.

January 17, 1999

c. Emergencies

- i. Motion: That we add a clause in case of an emergency not covered by the guidelines the decision of the adjudicator, adjudications chairman and if available, the President of WODL stands.

November 8, 1987

d. Fees For Adjudications

- i. Motion: That WODL increase price of 1st adjudication to \$150 (from \$100)

June 7, 2009
- ii. Motion: That subsequent adjudications will be \$300 each

July 29, 2007

 - *Primary = 1st in-festival adjudication*
 - *If adjudicator can't handle more adjudications, then WODL can say "no" to 2nd adjudication*

- iii. Motion: That 3rd adjudication will not be permitted.

October 21, 2007

e. Pre-Festival Adjudications

- i. Motion: That priority be given to In-Festival adjudications during the month of February

April 27, 2008
- ii. Motion: That no adjudications take place on the Saturday before the Adjudicator's presentation to the WODL Board, except under extenuating circumstances

April 27, 2008

- iii. Motion: To be inserted into WODL Board members' job descriptions that if they are acting as WODL representatives for an adjudication and are bringing guests to a performance, they should give the group reasonable notice of their intent to attend and are responsible for the cost of any additional tickets.

February 20, 2000

- iv. Motion: Insert into Festival Policy that member groups being adjudicated pre-festival will hold four complimentary seats with unobstructed view for the adjudicator. Two of these tickets will be held for the adjudicator and two for the WODL representative.

February 20, 2000

- v. Motion: That all references to taking anyone out to dinner be removed from the adjudication data forms.

November 20, 2005

Clarification: If groups wish to extend their hospitality that would be welcome, but not necessary.

- vi. Motion: That the information re: billeting the adjudicator be revised for the groups to suggest possible overnight accommodation which could include hotel, B&B, member's home.

November 20, 2005

f. Schedule

- i. Motion: That the adjudicator upon being given a schedule of dates will make every effort to give these dates priority. This will be put in the contract.

April 26, 1987

2. Adjudicators

a. Conflict Of Interest

- i. Motion: That when WODL hires adjudicators - i.e. negotiates a contract - the onus is on both applicant and the employer to determine possible conflict of interest before the contract is signed and that the contract should state that on signing of contract the prospective adjudicator cannot participate in any other festival entry in any other area.

June 22, 1986

- ii. Motion: The Festival Adjudicator not be permitted to play polish or workshop WODL winner for Theatre Ontario as a conflict of interest.

September 28, 2015

b. Expenses

- i. Motion: That hotel accommodation, if necessary for the Preliminary Adjudicator on the Saturday night of the WODL Festival Awards Ball, be paid by WODL

February 22, 2009

- ii. Motion: That hotel accommodation, if necessary for the Festival Adjudicator on the Sunday night prior to WODL Festival, be a Festival expense

February 22, 2009

- iii. Motion: That the travelling adjudicator's contract include remuneration for the final report in February at the same rate as an individual adjudication
September 10, 2000
- iv. Motion: That the travelling adjudicator be paid in two instalments, in December and in February.
November 26, 2000
- v. Motion: To increase the preliminary adjudicators fees from \$225 to \$250 per adjudication.
July 28, 1996

3. Advisory Board Members

- i. Motion: That the Board of Directors confirms the lifetime appointment of Fay Bonanno, Lawrie Bonanno and Anne Wilson as three advisory members with the title of Honorary President.
April 30, 2000

4. Area Vice Presidents

- i. Motion: That a new Area Vice President position be created to accommodate the increase in membership.
July 23, 2006
- ii. Motion: It was agreed that if the Area VP is unable to attend an adjudication, they should do the following:
 - 1. Send an e-mail to the rest of the board at board@WODLon.ca
 - 2. Phone the group being adjudicated
 - 3. Phone the President
 January 18, 2015
- iii. Motion: Each Area VP must present a report, written or oral at each regularly scheduled board meeting whether they are in attendance or not
September 28, 2015
- iv. Motion: The Vice Presidential duties may be shared with a designate appointed by the Area VP. Where there is an area sharing the duties, the area will only be allowed one vote should the Area VP and designate be in attendance at a meeting.
September 28, 2015

5. Awards

- i. Motion: A production that does not receive permission for changes in the script is not eligible for any awards.

October 19, 2014

- ii. Motion: To create a new award in recognition of an “Outstanding Production OUT of Festival to be called the Kay McKie Memorial Award.

June 5, 2016

- iii. Motion: : That WODL agrees to implement the creation of an Elsie Thompson Sesquicentennial Award to last for the next 50 years and to continue its sponsorship of the annual Theatre Ontario Outstanding production award.

June 5, 2016

a. Out of Festival Awards

- Outstanding Performance by an Actress in a Major Role
- Outstanding Performance by an Actor in a Major Role
- Outstanding Performance by an Actress in a Supporting Role
- Outstanding Performance by an Actor in a Supporting Role
- Outstanding Direction
- Outstanding Ensemble Production
- Best Visual Production
- Best Production out of Festival
- Special Adjudicator Awards (six to be awarded)

b. In and Out of Festival Awards

- Outstanding Performance by a Juvenile
- Best Newcomer
- Best Cameo Performance
- Best Visually Coordinated Costumes of a non-rental Nature
- Best Sound Design and Execution
- Best Set Design and Execution
- Outstanding Lighting Design and Execution
- Best Production of a Canadian Play
- The Catharine Brickenden Trophy

c. In Festival Awards

- Outstanding Performance by an Actress in a Supporting Role
- Outstanding Performance by an Actor in a Supporting Role
- Best Co-ordinated Production
(selected by the Host Stage Manager)
- Best Visual Production
- Outstanding Technical Achievement
- Outstanding Performance by an Actress in a Major Role
- Outstanding Performance by an Actor in a Major Role
- Outstanding Ensemble Award
- Outstanding Direction
- Special Adjudicator Awards (six awarded)
- Best Production in Festival
- Winner of Best Production
- WODL Regional Trophy

d. Awards Not Given

- i. Motion: That as policy, WODL offers to the sponsor of an award not given the choice of:

- money back and tax receipt returned
- award deferred to subsequent year
- convert to tax receipt only

Clarification: Noted that invoice and letter are normally sent out to award sponsors in December or early January. Full information on donor is needed prior to festival

May 2, 1999

e. Adjudication

- i. Motion: That, where in a production, two roles are dependent upon each other, and the adjudicator is unable to choose between the two performers, the award may be given to both and the WODL Board of directors will pay for the additional award.

May 27, 2001

- ii. Motion: That if a person is deserving of multiple awards, the awards shall be given out.

November 21, 1999

- iii. Motion: That we authorize the Awards Chair to use their discretion to produce more copies of the awards if it is appropriate. This should be retroactive to this year's awards.

April 17, 2016

f. Sponsorship

- i. Motion: That cost to the sponsors be increased to \$100 per award, \$50 for Special Adjudicator's Awards.

June 7, 2009

g. Additional Awards Criteria

- i. Motion: The Catherine Brickenden Award is selected by the preliminary adjudicator and may be awarded to either a Pre Festival or In Festival group for the best production of a Canadian Play. It is not necessarily awarded.

October 28, 2012

- ii. Motion: There will also be a Catherine Brickenden Trophy separate from the award to be embossed with “WODL Brickenden Trophy Best Production of a Canadian Play”.

- iii. Motion: The Best Newcomer and the Best Juvenile awards be adjudicated only in the pre-Festival awards. They should be included in the in-and-out of festival category.

April 21, 2013

- iv. Motion: Create a new in-and-out of festival award for a cameo appearance.

April 27, 2014

B

1. Board Members

a. Absentee Board Members

- i. Motion: That a board member absent from a meeting because of WODL commitments shall be deemed to be present.

February 26, 1984

b. Expenses

- i. Motion: That the deadline for submission of personal expenses to the Treasurer will be within two weeks of incurring the final expense after the final Board of Directors Meeting of the calendar year. Exceptions will be allowed with prior approval of the Treasurer.

September 28, 2015

1. Conflict of Interest

- i. Motion: A WODL Board member cannot be a member of a Board of another Theatre Ontario Region. (i.e. ACT-CO, EODL etc)

September 28, 2015

2. Constitution

a. Deletion of Affiliate Membership

- i. Motion: That section 3, paragraph 1, subparagraph 4, of the Constitution dealing with Affiliate Membership be deleted and that section 3.1.5 be renumbered to 3.1.4.

June 6, 2010

b. Audit

- i. Motion: Change of the word “Audited” to the words “Financial Review”

May 16, 2004

c. Name of the Organization

- ii. Motion: That Section 1, Name of the Organization have the following item added to it.
"The Organization shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its objectives."

July 30, 1995

3. Copyright

a. WODL Policy on Copyright Infringement

- i. Motion: That the attached policy be adopted by WODL
 - It is illegal to change any text within a script without written permission from the author or author’s agent. This includes the dropping of any text because of language issues or religious (blasphemy) issues. It also does not allow for changing the gender of the character. A female may play a male part, but must deliver a performance as a male and vice-versa.
 - In order to make changes, contact has to be made with the author or agent, preferably in writing asking for permission. If that permission is granted, then a copy should be filed or forwarded to the adjudicator if the production is entered into a Festival. If permission is not granted, then the text is not to be altered.
 - Any member group of WODL receiving an adjudication must provide proof that permission has been received for any changes made to the script they are using, or proof that with due diligence this permission has been sought and approval of same anticipated.
 - Any group that fails to provide this proof will still be adjudicated, but the entire production may be ineligible for any awards.

1. Festival

a. Adjudication

- i. Motion: That a detailed adjudication at festival shall be held the morning following each performance and would be open to the public

May 27, 2000

b. Awards Ball Tickets for Adjudicators

- i. Motion: That two (2) complimentary tickets to the Awards Ball be provided to the Preliminary Adjudicator and (2) to the Final Adjudicator, cost of all of these tickets to be a Festival expense.

November 17, 2002

c. Budget Review by WODL Finance Committee

- ι. Motion: That WODL increases its subsidy of the Opening Night Reception from \$500 to \$650

September 28, 2014

- υ. Motion: That Festival budget show the cost of opening reception as an expense if money is contributed by both WODL and the host group.

September 25, 2012

Clarification: If the Opening Night Reception is paid for by a Sponsor, then only the amount over the sponsorship is eligible for WODL subsidy

d. Competing Groups

- i. Motion: That if a group wish to change the status of a production from “out of festival” to “in festival”, this may be done provided that the adjudications chairman is notified at least seven days before the adjudication date. A theatre group may change the status of a production from “in festival” to “out of festival” up to 48 hours prior to the Preliminary Adjudicator’s report to the Board, whether or not an adjudication has already taken place. Notice of the change must be sent to the Adjudications Chairman as soon as possible. (Clarification: 48 hours before the selection of plays and out of festival awards.)

January 16, 2005

- ii. Motion: There is no contingency plan in case a group fails to show up at Festival. The show would be cancelled.

January 10, 1993

- iii. Motion: Each of the 5 groups going to WODL Festival be invited to apply for a grant of \$200 toward their WODL Festival expenses

September 28, 2015

e. Dates

- i. Motion: That as a general policy guideline the March Break of the host city's school board district be used and the dates for Festival be based on that.

March 20, 1998

f. Division of Proceeds

- i. Motion: That the division between the host group and WODL of excess revenue over expenses (profit or loss) be changed from 50% WODL to 40% WODL

February 15, 1998

g. Equipment Brought in by Visiting Groups

- i. Motion: That the decision on whether to allow bringing in extra equipment to the Festival host's facilities be left totally up to the Festival host group.

September 29, 2002

- ii. Motion: That while the ultimate decision is that of the group hosting festival, the Board enjoins host groups to be as accommodating as possible to bringing in technical equipment.

September 29, 2002

h. Expenses

- i. Motion: The final adjudicator's fees and expenses are part of the Festival expenses and are paid by the Festival Committee.

April 17, 2016

i. Financial Assistance

- i. Motion: That two of the adjudicators seats would be a Festival expense and WODL would pay for the other two.

September 10, 1994

j. Guidelines

- i. Motion: Ensure that the host group has an up-to-date copy of the Festival guidelines.

April 17, 2016

k. Assistance for Host group

- i. Motion: That under special circumstances an advance of up to \$500.00 can be made to the host group of Festival, WODL finances permitting. The need for this advance must be established by the host group in the application to the Board of WODL. Repayment of the advance must be made before the end of the fiscal year (May 31).

February 15, 1998

l. Play Length

- i. Motion: That the WODL Festival is a festival for full length plays, with or without an intermission.

May 2, 1999

Clarification – It was the consensus of the Board that all productions can be adjudicated and receive out of festival awards.

m. Professionals

- i. Motion: That all mention of professionals be eliminated from the festival guidelines

April 21, 2013

n. Rental Costs

- i. Motion: That the rent for theatre facilities charged in the Festival accounts to be calculated according to one of the following:
- if the host group rents a facility for the festival, the actual rent that the group is charged be entered into the accounts
 - if the host group has a custodial arrangement with their municipality, but pays expenses, a combination of the two is to be used to calculate charges. All expenses incurred directly by the group are to be included but no building depreciation.

February 15, 1998

- ii. Motion: if the host group owns the facility, the rent charged will be the same as the rent charged to an outside group renting the theatre. If there are no outside rental fees in place, the festival treasurer and the WODL board will come to a mutual agreement.

September 16, 2012

o. Royalties

- i. Motion: That royalties must be paid by a competing groups as a condition of entering Festival.

April 14, 1993

- ii. Motion: That royalties reimbursed to competing groups are to be treated as a Festival expense.

April 14, 1993

- iii. Motion: Groups in Festival must pay royalties and submit a claim to the Festival treasurer

March 20, 1992

p. Seats for Adjudicator

- i. Motion: That four (4) seats be reserved at the annual Festival, two (2) for the adjudicator and two (2) adjacent seats for the host, with an unrestricted view of the stage for the adjudicator. Adjudicator seats to be a Festival expense, host seats to be paid for by the user.

November 17, 2002

Clarification: If unrestricted view requires the purchase of 2 seats in the row in front of adjudicator and the house is full, WODL will purchase said seats.

q. Stage Manager

- i. Motion: A Festival Stage Manager report is required by the Board.

June 17, 1984

r. Wording for Promotional Material

- i. Motion: The festival program co-ordinator has complete editorial rights over the program content.

July 29, 2012

- ii. Motion: That for festivals and ads promoting our festivals, we use the words “Western Ontario Theatre Festival”.

November 17, 2002

2. Finances

- i. Motion: That cost of Director's liability insurance be considered part of the regular board expenses.

October 26, 2008

- ii. Motion: That the Treasurer of WODL review the pre-Festival adjudication subsidy and training grant situation annually and apprise the Board of his/her recommendations.

September 12, 2004

3. Finance Committee

a. Recommendations

- i. Motion: Disallowed expenses and Allowed expense are:

Disallowed Expenses:

- Personal telephone calls.
- Total hotel charge when room is shared by other than WODL Board member.
- Refreshments for board meetings.
- More than one overnight hotel accommodation prior to or after meetings.

Allowed Expenses:

- Theatre tickets for WODL purposes
- Out-of-pocket expenses (cash payment) for telephone, stamps, copies, etc.
- For attendance at Board Meetings, WODL and Theatre Ontario Festivals:
- Travel
- Accommodations: Receipts only for individual board members.
- Meals: Receipts only for individual board member's meals and gratuities

November 21, 1999

Clarification: Allowed expenses will be as per government guidelines.

- ii. Motion: Membership increased to \$200.00 from \$150.00.

April 17, 2005

1. **Honorary Life Members**

- i. Motion: Honorary Life Membership may be conferred by the membership at an annual AGM meeting acting on the recommendation from the Board of Directors on any person(s) with a limit of 2 persons per calendar year for outstanding service to Theatre in WODL. Such Honorary Life Member shall without payment of fees, have all rights and privileges of a member.

November 15, 2015

Clarification: The Board announces the person(s) for Honorary Life Membership as recommended by the Honorary Life Members Committee at the Festival Awards Ball.

1. **Individual Members**

- i. Motion: That individual membership in WODL be increased to \$15.00.

April 28, 2002

J

1. Juvenile Award

- i. Motion: Juvenile award: Must be under 18 at the date of production's adjudication.
September 21, 2015

- ii. Motion: The Best Newcomer and the Best Juvenile awards be adjudicated only in the pre-Festival awards. They should be included in the in-and-out festival category.
April 21, 2013

M

1. Membership

- i. Motion: That the following be added to the Policy Book: "In addition to membership conditions shown in the Constitution, to be eligible for membership a group must have a board of directors and be a non-profit organization."

June 8, 2014

- ii. Motion: Applications for membership will be considered at any time. The membership fee charged for the first year will be based on the anticipated use of WODL membership services (e.g. Adjudication, Workshops, Minifest) and be determined by the Membership Committee for approval by the board.

October 19, 2014

2. Honorary Life Members

Motion: "Honorary Life membership may be conferred by the membership at an Annual General Meeting on the recommendation from the Board of Directors on any person for outstanding service to Theatre. Such Honorary Life member shall without payment of fees, have all the rights and privileges of a member."

May 5, 1996

3. Minifest

a. Annual Event

- i. Motion: That we hold a summerfest annually with the same conditions of sponsorship(\$500)

September 14, 1986

b. Awards

- i. Motion: Awards' be set by a committee and not just the leader.

September 19, 1992

c. Entry Fee

- i. Motion: That the Minifest entry fee be increased from \$75 to \$100 this year.

January 13, 2008

d. Financial Support

- i. Motion: That WODL financial support to Minifest will be limited to underwriting any loss to a maximum of \$200

February 17, 2008

e. Minifest Guidelines

- i. Motion: To accept the revised Minifest Guidelines dated June 8, 2008

June 8, 2008

f. Minimum Number of Entries

- i. Motion: That there be three confirmed entries to Minifest in order for it to take place.

March 17, 1988

g. More Than Six Entries

- i. Motion: That if more than six entries have been received by the closing date, preference should be given to 1: new groups 2) groups that have not been in before 3) groups not in last year 4) lottery.

January 9, 1994

h. WODL Contribution

- i. Motion: That WODL is prepared to contribute \$500 towards the running of the Minifest.

March 17, 1988

- ii. Motion: The first \$1000.00 of Minifest profit is paid to the host group, above \$1,000.00 the profit is split 60% to WODL and 40% to the host group.

April 21, 2013

- iii. Motion: One group, which is a member of Theatre Ontario, from outside the WODL region be invited to participate in Minifest 2015.

April 27, 2014

N

1. Newcomer

- i. Motion: A newcomer is a person who has not had a role, speaking or non-speaking, listed in the cast of characters, outside of a secondary school level production. The list of characters shall not include chorus work or crowd scenes.
April 21, 2013
- ii. Motion: The Best Newcomer and the Best Juvenile awards are adjudicated only in the pre-Festival awards. They should be included in the in-and-out of Festival awards.
April 21, 2015
- iii. Motion: A person who has had a speaking role in television, web series or movies is also ineligible as a newcomer.
July 26, 2015

2. Notification of Meetings

- i. Motion: Notice of General meetings is the responsibility of the secretary, not the newsletter.
October 27, 1985

According to the Constitution, Article 18.1

Notice of all meetings of the Board of Directors or of the Delegates shall be mailed by the secretary to each member concerned at least fifteen days before the date of the meeting. Such notice shall include an agenda and minutes of the previous meeting. No public notice shall be required.

1. Privacy Policy

- i. Motion: The following be adopted by the WODL
 - WODL only collects personal information when you give it to us voluntarily, for example, by filling out a form or survey. Personal information is used by us in order to provide our programs and services to you.
 - WODL does not sell or lend your information to any third-party marketing group. If ever we share information with an outside organization in order to provide a program or service to you, we ensure they comply with the same strict privacy controls that we use ourselves.
 - We may gather information about traffic on our website so that we can continue to develop the site better to suit your needs. This does not include personal information about you, but includes information about your visit on the site such as:
 - The name of your internet service provider, its IP address and the name of your service provider's service.
 - The length of each visit
 - The number of requests per visit
 - Your type of operating system (Windows, Macintosh, UNIX, etc.)
 - Your browser type (Netscape, Internet Explorer, etc.)
 - Canadians are protected by two federal privacy laws, the Privacy Act and the Personal Information Protection and Electronic Documents Act (PIPEDA). PIPEDA is based on the Canadian Standards Association's Model Code for the Protection of Personal Information, which is incorporated into the legislation. Organizations in Quebec are subject to the Quebec private sector privacy law. Oversight of the law is in the hands of the Commission d'accès à l'information.
 - Any questions or comments regarding this policy, or the administration of the Privacy Act at WODL, may be directed to Constitution & Policy chair at constitution@wodl.on.ca

October 23, 2012

2. Protocol

- i. Motion: That if any Board decisions are required between meetings, these can be handled electronically by e-mail or by telephone and decisions ratified at the next Board meeting.

September 12, 2004

3. Professionals

- i. Motion: In the WODL Policies, all references to Professionals in the eligibility criteria for receiving awards be deleted.

April 21, 2013

1. Tax Receipts

a. Board Members

- i. Motion: That members of WODL Board may claim tax receipts for expenses incurred fulfilling their obligations as Board members. This may include accommodation costs involved in attending Festival, Minifest and Board meetings.

February 23, 1992

b. Inclusions

- i. Motion: Expenses claim may include meals and hotels costs.

January 12, 1992

c. Travel Rate

- i. Motion: That for purposes of chargeable donations by Board members, maximum charge allowed by Revenue Canada be applied.

May 16, 2004

2. Grant to Appear at Theatre Ontario Festival

- i. Motion: To raise the travel allowance to \$1,000.00 to the Theatre Ontario Festival for the group representing WODL.

September 25, 2012

WODL will continue to pay the Theatre Ontario entry fee

3. Sponsorship of Theatre Ontario Festival Award

- i. Motion: That WODL continually sponsor an award at every Theatre Ontario Festival. Choice of award to be at the discretion of the Theatre Ontario Representative.

March 18, 1999



1. **Webpage**

- i. Motion: That we continue having “.on.ca” in the Website address and to pay for the 10 year option. Our Website will remain “wodl.on.ca”.

October 22, 2000

- ii. Motion: That WODL creates the website wodl.on.ca with its associated costs (anticipated at \$330 - \$340. annually).

September 12, 1999

2. **Workshops**

- i. Motion: That the criteria for financial assistance for workshops include the following changes:

1. WODL will provide financial assistance by underwriting the cost of your workshop to a maximum of \$200 per approved workshop. There is a maximum of \$ 1,000 available per fiscal year – June 1 to May 31
2. The attached application must be completed, including the detailed budget information. You may include the full \$200 in your proposed budget, but your final report should contain the actual figures. WODL will contribute \$200 to an approved workshop, or what is needed for the workshop to break even, whichever is the lesser amount
3. The attached application should be forwarded to the WODL Membership & Development Chair as soon as arrangements have been completed, and have at least two weeks prior to the workshop taking place. Financial assistance is available on a first come/first served basis and the criteria must be met.
4. Other WODL members must be invited to participate. Until shortly before the workshop a substantial portion of spaces must be available to other WODL group members. While recognizing that filling a workshop with the desired number of participants must be a central concern of the host group, WODL seeks assurance that the workshop is open to other groups in a meaningful way. Groups sponsoring workshops must provide information about the workshop to the WODL web site and the editor of the WODL newsletter.

April 22, 2012

- ii. Motion: That the criteria for workshop grants be changed to

1. WODL will provide financial assistance to a maximum of \$200 per approved workshop. There is a maximum of \$1,000 (aprox. 5 grants) available per fiscal year – June 1 to May 31.
2. WODL Membership & Development Chair must be informed immediately if workshop is postponed or cancelled for any reason.
3. Other WODL members must be invited to participate.

September 25, 2012

- iii. Motion - That the workshop grants be named the George Wood Junior, Memorial grants.

September 11, 2005

Any money donated to WODL in memory of George Wood Jr. would go into these grants.

- iv. Motion: That requests from member groups for funding for workshops must be received by WODL Workshop Committee by October 1st of each year for workshops scheduled during the following 12 months. Maximum allocation for each workshop will be \$200.

May 27 2001